



Contra
Costa
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted

Rejected

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us

PLEASE TYPE OR PRINT IN INK

1. **Name:** _____
(Last Name) (First Name) (Middle Name)

2. **Address:** _____
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** _____
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** _____

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☐ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved _____

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No _____ Yes _____

If Yes, please identify the nature of the relationship: _____

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: _____ Date: _____

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. By 5:00 P.M. on Friday, January 25, 2013, deliver the completed application and supplemental questionnaire to the Office of the Clerk of the Board: 651 Pine Street, Room 106, Martinez, CA 94553 or email to Tiffany.Lennear@cob.cccounty.us.
3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

1. Are you a United States citizen?
2. Are you registered to vote?
3. Are you a resident of Contra Costa County?
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.
5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?
7. Are you prepared to seek re-election to this office in June, 2014?
8. Do you consider this job to be full time or part time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.